

I I L E

O & M

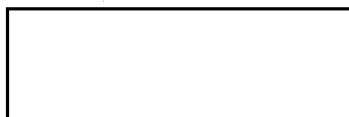
Executive Assistant to the
Executive Director-Comptroller

X


Ben:

Herewith are 25 tickets for distribution among
the O-DCI and Independent Offices plus a copy of
the memorandum we have sent to the other Deputies.

25X1



John W. Coffey
4 JUN 1971

25X1 Deputy Director for Support 7D26 HQS x 

DD/S:JWC:maq (3 June 71)

Distribution:

25X1

Orig - Mr.  w/ccy DD/S 71-2224

1 - DD/S Subject w/ccy DD/S 71-2224

1 - DD/S Chrono 4 JUN 1971

DD/S 71-2224: Memo dtd  for DD/I, DD/P, DD/S&T fr John W Coffey.
subj: The Director's State of the Agency Message

ADMINISTRATIVE - INTERNAL USE ONLY

DD/S 71-2224

4 JUN 1971

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science & Technology

SUBJECT : The Director's State of the Agency Message

1. Although the date and time for the Director's State of the Agency talk have not been fixed, it is possible that this may happen on relatively short notice. In order to reduce possible later time pressures we are forwarding herewith an allocation of tickets. We suggest that the distributees be determined now and distribution timing be made at your discretion.

2. We understand that the Director's text will be of greatest interest to employees with supervisory program or substantive responsibilities. The Director plans to respond to questions from the floor upon completion of his talk.

(signed) John W. Coffey

John W. Coffey
Deputy Director
for Support

Ans

out RxDtr-Compt w/25 tickets

EO-DD/S:CND:es (2 June 71)

Rewritten: DD/S:JWC:maq (2 June 71)

Distribution:

Orig - DD/I w/150 tickets

1 - DD/P w/150 tickets

1 - DD/S&T w/50 tickets

1 - DD/S Subject

1 - DD/S Chrono

ADMINISTRATIVE - INTERNAL USE ONLY

DD/S 71-2224

MEMORANDUM FOR: Executive Director-Comptroller

ATTENTION

: Mr.

SUBJECT

: The Director's State of the Agency Message

1. Attached are 25 tickets for distribution among the employees of the Director's office and the Independent Offices for attendance at the Director's State of the Agency address in the Agency auditorium in the near future; date and time to be announced later. In order to save time, it is suggested that ticket distribution be accomplished now, with the understanding that ticket holders will be notified of the date and time when that information is available.

2. Following his address, the Director will respond to questions raised by those in attendance.

John W. Coffey
Deputy Director
for Support

Attachment

DD/S 71-2228

STAT MEMORANDUM FOR: Executive Director-Comptroller ✓
Attn: Mr.
Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology

Under separate memorandum, we are forwarding for distribution in your components tickets to the Director's State of the Agency Address for which the date and time is to be fixed. For your guidance in distributing those tickets, we understand that the material the Director plans to cover will be of greatest interest to employees with supervisory, program or substantive responsibilities much more than it will to our technician and clerical force.

John W. Coffey

DD/S 71-2225

MEMORANDUM FOR: Deputy Director for Intelligence

SUBJECT : The Director's State of the Agency Message

1. Attached are 150 tickets for distribution within your Directorate for attendance at the Director's State of the Agency address in the Agency auditorium in the near future; date and time to be announced later. In order to save time, it is suggested that ticket distribution be accomplished now, with the understanding that ticket holders will be notified of the date and time when that information is available.

2. Following his address, the Director will respond to questions raised by those in attendance.

John W. Coffey
Deputy Director
for Support

Attachment

STATINTL

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